



REQUEST FOR APPLICATIONS

2015 HISTORICAL DATA CLEANUP

*Funding Source: EPA Chesapeake Bay Regulatory and Accountability Program Grant
(Federal Funds)*

ADMINISTERING AGENCY:

Department of Environmental Quality (DEQ)
Water Division – Office of Ecology and Infrastructure
629 East Main Street, 10th Floor
Richmond, Virginia 23219

Mailing Address:
P.O. Box 1105
Richmond, Virginia 23218

RFA AND GRANT AWARDS TIMELINE

January 20, 2015	Issue Request for Applications
February 20, 2015	Submission Deadline
March 6, 2015	Target date for Notice of Intent to Award to be issued
April 6, 2015	Target date to begin executing project agreements
September 1, 2015	Absolute completion date for all projects
October 1, 2015	Final report submission deadline

TABLE OF CONTENTS

I.	PURPOSE AND BACKGROUND	2
II.	ELIGIBLE APPLICANTS	2
III.	AVAILABLE FUNDING	2
IV.	REQUIRED AND ELIGIBLE ACTIVITIES	3
V.	EXAMPLES OF ALLOWABLE ACTIVITIES	5
VI.	REPORTING REQUIREMENTS	5
VII.	PROPOSAL GUIDELINES	6
VIII.	SUBMITTAL REQUIREMENTS	7
IX.	EVALUATION CRITERIA	7
X.	GRANT AGREEMENT REQUIREMENTS	8
XI.	METHOD OF PAYMENT	9

I. PURPOSE AND BACKGROUND

The purpose of this Request for Applications (RFA) is to solicit project proposals for the collection of historical developed/urban Best Management Practice (BMP) data (1985 – present) and existing land use/land cover data from local governments and/or Planning District Commissions within the Chesapeake Bay Watershed.

Historically, Virginia has not had a statewide system for capturing information regarding the implementation of developed/urban BMPs. As a result of this shortcoming, best professional judgment was used in combination with the timing of regulatory changes to estimate historical BMP implementation for the calibration of the Chesapeake Bay Program (CBP) Phase 5 Watershed Model (WSM). More recently, these assumptions have been supplemented with BMP implementation reporting from some MS4s, localities collecting data required under the Chesapeake Bay Preservation Act (CBPA), and localities providing data as part of our Phase II WIP outreach efforts (2006-present).

The development of Phase 6 of the CBP WSM presents an opportunity to clean up the developed/urban BMP dataset, take advantage of new practices now available in the modeling system, and advance towards a dataset that will align with upcoming improvements to BMP verification principals. The historical data compiled through this effort will be used to calibrate the Phase 6 model, and improve understanding of Virginia's progress toward the goals outlined in the Bay TMDL. Submission of data in response to this RFA will also serve as a locality's submission of annual BMP data (July 1, 2014 – June 30, 2015) as requested by EPA/CBP.

Enhancing the quality of the land use/land cover and developed/urban BMP data in the Phase 6 model is expected to significantly improve the quality of model outputs and their relevancy at the local scale. Specifically, improved local land use/land cover data will be used along with the anticipated state-wide land cover data, currently being developed under VGIN contract, to improve the modeled land cover conditions so that they better align with on the ground conditions. This data will also influence the Bay Program's land change model so that it can more accurately forecast future development trends and patterns. Accurately documenting and simulating local BMPs will improve the watershed model as well as the locally accessible CAST and VAST tools for use as implementation planning instruments for the Phase 3 WIP and milestones leading to 2025. Accurately representing BMPs implemented on the landscape through time is critical for crediting water quality efforts undertaken to date as well as targeting future implementation efforts.

II. ELIGIBLE APPLICANTS

Counties, Cities, and Towns in the Chesapeake Bay Watershed, as defined in § 9VAC25-720-10 of the Code of Virginia are eligible to apply for funding. Planning District Commissions within the Bay Watershed are also eligible to apply. PDCs will be expected to demonstrate collaborative efforts with the localities that they represent.

III. AVAILABLE FUNDING

Approximately \$1.5 million is available through the EPA Chesapeake Bay Regulatory and Accountability Program Grant (CBRAP) to fund the required and optional activities included in

2015 Historical Data Clean-Up RFA

this RFA. Maximum allocation per locality is \$25,000; if a PDC is proposing to collect and report data for multiple localities, the funding allocation may be adjusted accordingly. **All funds must be spent by September 1, 2015; no extensions will be granted. No Match is required.**

- A. The amounts provided to localities and/or PDCs shall be distributed on a competitive basis according to criteria established in this RFA. Please note that this is a reimbursement grant program with a spending deadline of September 1, 2015. Reimbursements will be issued following the completion of grant deliverables and in accordance with the Payment Schedule included in the proposal and final grant agreement.
- B. The Department of Environmental Quality (DEQ) reserves the right to determine the final grant awards in order to maximize the cost-effectiveness of grant funds awarded and support the maximum number of applicants with priority projects. Accordingly, the amount requested by the applicant may not equal the amount of the final grant award.

IV. REQUIRED AND ELIGIBLE ACTIVITIES

A. BMP Data Collection and Reporting: July 1, 1999 – June 30, 2015 (Required)

The Grantee will be required to provide information on all eligible developed/urban BMPs that were implemented and adequately documented in their respective jurisdiction(s) between July 1, 1999 and June 30, 2015. A list of eligible practices can be found on the following tabs of the Excel workbook associated with this RFA: ‘CBP Release BMPs’ and ‘CBP Draft BMPs’. This submission will overwrite all previously reported data for the locality; as such, it should include any data that was previously reported in an MS4 or Bay Act annual report, or reported to the state through another mechanism. Agricultural, forestry and septic BMPs, as well as practices installed on federal facilities, will be collected from other state and federal databases or sources, so there is no need for localities to report those BMPs. This submission will also serve as a locality’s submission of annual BMP data (July 1, 2014 – June 30, 2015) as requested by EPA/CBP.

Requested data regarding individual BMPs can be grouped into the following categories: Practice Description, Practice Treatment (Area or Amount Applied), Practice Location, Practice Inspection, and Practice Maintenance. All specific data fields, those that are required and optional, are explained in the ‘INSTRUCTIONS’ tab of the associated workbook.

All practices that are reported must have been verified or inspected as on-the-ground at or near the time of initial implementation. Any additional inspection and maintenance dates for a given practice should also be included. Concurrent with this data collection effort, the CBP is establishing a lifespan (credit duration) for each BMP. Once those lifespans are established, any BMP that is in the model will automatically be removed from the model after the duration of its lifespan; if, however, the BMP has been inspected or maintained during the course of the lifespan, the lifespan will reset from the inspection or maintenance date.

2015 Historical Data Clean-Up RFA

The Grantee will be expected to use the data reporting template provided and return the completed template electronically as a key deliverable of this grant. Due to the strict timeline set by the CBP to incorporate historical data into the model's calibration, it is imperative that data be properly reported to ensure inclusion in the WSM. Late or improperly formatted data may result in exclusion from the model calibration and will be considered failure to satisfy the grant deliverables. If using this template is not feasible, a reasonable explanation and alternate plan which includes all required data elements must be provided with the application. All data must be submitted to DEQ no later than September 1, 2015.

Submitting the completed data template in conjunction with signing the official grant agreement will serve as certification that all data is accurate and verifiable to the best of the Grantee's knowledge.

B. BMP Data Collection and Reporting: July 1, 1985 – June 30, 1999 (Optional)

Contingent upon providing developed/urban BMP data from July 1, 1999 – June 30, 2015, the Grantee may request funds to support the collection and reporting of data regarding developed/urban BMP implementation that occurred between July 1, 1985 and June 30, 1999. The same stipulations described above will be required for this dataset.

C. Documentation of Quality Assurance / Quality Control Measures (Required)

The Grantee will be required to supply information regarding quality assurance/quality control (QA/QC) measures that were active during the data collection periods (1985 – 1999 and/or 1999 – 2015) and were related to installation, inspection, and/or maintenance of eligible developed/urban BMPs. This may include, but is not limited to: procedures for initial verification of installation, maintenance agreements or schedules, inspection protocols, record keeping procedures and responsible parties. If certain QA/QC procedures were implemented or removed during the course of a given data collection period, the Grantee will indicate start and end dates for those procedures.

D. Submission of available local land use data (Optional)

The Grantee may request funds to support the submission of available datasets that contribute to Virginia's Local Land Use Dataset for inclusion in the CBP WSM. Eligible datasets include: Land cover, Land use, Parcel polygons, Sewer service area polygons, and Zoning. All datasets must be in electronic raster (or vector) GIS dataset format. Partial datasets are acceptable, but this must be noted in the application.

E. Final Report to Document Data Collection Procedure (Required)

Following the Grantee's reporting of developed/urban BMP data to DEQ and as part of the final report required by the grant agreement, the Grantee will provide a detailed narrative describing the actual procedures and processes used to acquire, validate, and report the data.

2015 Historical Data Clean-Up RFA

DEQ recognizes that some localities have provided some or all of these data sets to the State and/or Bay Program in the past. For Items A and B, the Grantee must resubmit all data as part of this request in order to ensure data quality and proper formatting. For Item D, electronic raster or vector GIS dataset format is required. Grantees that have already provided all available land use/land cover data should indicate such in their proposals and do not need to resubmit the data.

V. EXAMPLES OF ALLOWABLE ACTIVITIES

Some examples of allowable activities are included below:

- A. Digitization of records related to eligible BMPs
- B. Field data collection or other processes (i.e. aerial image analysis) to identify or quantify eligible BMPs
- C. Field verification of eligible BMPs (Note: verification of BMPs is not required as part of this RFA. BMPs that have not been adequately documented or maintained, however, may need to be verified in order for data to be accurately reported)
- D. Quality assurance and quality control of the BMP data reported as part of this RFA
- E. Submission of eligible local land use datasets
- F. Production of required and eligible grant deliverables, including:
 - 1. 1999-2015 developed/urban BMP data; accurate, complete, and properly reported (required)
 - 2. 1985-1999 developed/urban BMP data; accurate, complete, and properly reported (optional)
 - 3. Documentation of all relevant and applicable QA/QC procedures (required)
 - 4. Submission of available local land use data (optional)
 - 5. Quarterly reports, as required by the final grant agreement (required)
 - 6. Final report, including a narrative of the actual procedures that were used to query, verify, and report the data. This report will include a signed statement that all data submitted is accurate and verifiable to the best of the Grantee's knowledge (required)

VI. REPORTING REQUIREMENTS

The Grantee shall provide DEQ with quarterly reports and a final report. Quarterly reports, due every three months from the start date of the grant agreement, will provide progress updates with respect to the project timeline/milestones and the relevant grant deliverables. The Grantee will be expected to describe progress-to-date, note the accomplishment of specific tasks or milestones, and include descriptions of any challenges that have arisen. The final report, due within 30 days of the termination of the grant agreement, will describe the actual procedures and processes used to acquire, validate, and report the data submitted.

VII. PROPOSAL GUIDELINES

A complete proposal should include the following information:

A. Project Summary

1. A narrative summary of proposed work, including a description of all deliverables that will be provided.

B. Background

1. A description of the organization requesting funds, including qualifications and experience in administering this type of program or similar programs.
2. A description of any third parties that will administer the program, and, if applicable, a description of the process for selecting contractors or third party participants.
3. A description of the personnel and/or partners involved in the project and their respective role(s). If the proposal involves partnering with any other governmental entity, include a letter (or other statement) from the entity endorsing the application and expressing willingness to participate.
4. A description of the geographic area(s) to be served. Certification that all areas to be served are within the Chesapeake Bay Watershed.

C. Approach & Methodology

1. A thorough description of the processes that will be used to accomplish each required and/or optional activity and to provide all relevant deliverables, as described in this RFA. Details may include, but are not limited to, the following elements:
 - a. A description of the current data repositories that will be queried, and an estimate of the number of BMPs that are likely to be reported for each period;
 - b. Processes and procedures that will be used to query existing data;
 - c. Processes and procedures that will be used to validate and/or supplement existing data;
 - d. Processes and procedures that will be used to generate new data;
 - e. Processes and procedures that will be used to aggregate and report QA/QC procedures that are relevant to the data provided; and
 - f. Processes and procedures that will be used to ensure that the data provided is accurate, complete, and properly formatted.
2. A description of processes used to satisfy the reporting and invoicing requirements of the grant agreement.

D. Project Timeline, Milestones, and Payment Schedule

1. A detailed outline of Tasks and Milestones associated with each grant deliverable and the estimated completion/submission date thereof. All grant deliverables are

2015 Historical Data Clean-Up RFA

due by September 1, 2015, with the exception of the final report, which is due by October 1, 2015.

2. Information included in the Project Timeline, in conjunction with the budget information required below, will constitute the Payment Schedule associated with the grant agreement.

E. Project Budget

1. The project budget will identify the total expense for each grant deliverable as described in the 'Approach and Methodology' section; and should include a breakdown of each deliverable expense into the following categories: Personnel, Fringe, Travel, Supplies, Contractual, Other Direct, and Indirect. Guidelines regarding these budget categories can be found in Attachment A to this RFA.
 - a. If the Grantee is requesting funding for indirect costs, the Grantee must submit a copy of the Indirect Cost Rate Agreement, as approved by the Grantee's Federal Cognizant Agency.

VIII. SUBMITTAL REQUIREMENTS

- A. A complete application will include the following elements:
 1. Project Proposal, as described above
 2. Grantee Data Sheet (Attachment B)
 3. A completed W9 form
 4. If the Grantee is requesting indirect costs, the Indirect Cost Rate Agreement, as approved by the Grantee's Federal Cognizant Agency
- B. In order to be considered for selection, applicants must submit their complete application by midnight February 20, 2015. Email submittals will be accepted, if received by the deadline, but must be followed within three business days by a hard copy of the completed grant application with an authorized signature. Incomplete application materials or those not delivered or mailed accordingly will be disqualified.

Email application packages to:

Lara.Kling@deq.virginia.gov

Mail application packages to:

Lara Kling, Grant Specialist
Department of Environmental Quality
Office of Ecology and Infrastructure
PO Box 1105
Richmond, VA 23218

IX. EVALUATION CRITERIA

Projects will be evaluated based on the criteria listed in the tables below in order to ensure that projects are prioritized based upon available funds. Final decisions regarding

2015 Historical Data Clean-Up RFA

grant awards will be made by a committee of DEQ staff.

Evaluation Criteria	Maximum Points
Demonstrated ability of the applicant to adequately complete the project	30
Overall project approach <ul style="list-style-type: none"> <i>Demonstration of a clear and specific approach and methodology. Specific timeline and deliverables identified. Adequate details provided in the project budget.</i> <i>Description of quantity and quality of data that is currently available within each of the eligible time periods. Ability/plan to provide QA/QC information relevant to all time periods and practices that will be reported.</i> <i>Description of collection, validation, and reporting procedures that will be utilized to ensure accurate and properly formatted data.</i> 	40
Cost effectiveness of the project <ul style="list-style-type: none"> <i>Appropriate utilization of resources and collaboration with regional partners</i> 	30
Evaluation Maximum Points	100
Bonus. Additional priority will be given to localities that can be described by one or more of the following: <ul style="list-style-type: none"> - Non-MS4 localities that have Opted-In as VSMP authorities - Non-MS4, Non-Bay Act localities that adopted stormwater ordinances prior to 2014. 	5
Bonus. Additional priority will be given to localities that can be described by one or more of the following: <ul style="list-style-type: none"> - Bay Act Localities - Phase II MS4s - Phase I MS4s 	5
Bonus. Additional priority will be given to applications that demonstrate the ability and intention, with reasonable assurance, that complete datasets will be submitted by July 1, 2015.	5

X. GRANT AGREEMENT REQUIREMENTS

The Department of Environmental Quality will make use of a standard grant agreement template and general terms and conditions for state and federally funded grant projects for awarding funding through this request for applications.

Projects selected for funding will be required to meet the reporting requirements mentioned previously and the invoicing procedures as described below.

XI. METHOD OF PAYMENT:

Invoices shall:

- A. Be submitted within 30 calendar days following submission of each grant deliverable. Final submission no later than October 1, 2015.
- B. Utilize the Project Financial Report form, which will be included in the final grant agreement and provided to the Grantee digitally. A template is included as Attachment C to this RFA. This document should reference the grant agreement number and summarize the reimbursement requested.
- C. Include a Financial Narrative that provides itemized details of expenses for which reimbursement is requested. This narrative may be submitted in lieu of receipts; DEQ, however, may request receipts and detailed financial accounting if the financial narrative does not provide enough detail to justify expenses.
- D. Include required employee time reporting forms to meet federal reporting rules as outlined in the Grant Project Management Manual:
<http://www.deq.virginia.gov/programs/water/cleanwaterfinancingassistance/nonpointsourcefunding/grantprojectmanagementmanual.aspx>
- E. Be sent to:

OFM@deq.virginia.gov

OR

Department of Environmental Quality Attn: Accounts Payable
P.O. Box 1105
Richmond, Virginia 23218

- F. The Grantee will receive payment within thirty days of receipt of an invoice acceptable to the Department of Environmental Quality.

Budget Category Descriptions

Attachment A

Use the following guidelines for determining budget categories for estimated project expenses. DEQ grant agreements for projects awarded funding will include a Project Budget and Expense Report Template, which breaks down the project budget into categories. This form is to be used for reimbursement request according to actual expenses within each of the budget categories. All costs must be reasonable and necessary. Adherence to Generally Accepted Accounting Principles, the Virginia Public Procurement Act (VPPA), and all applicable state regulations must be followed.

Personnel: Grant funds for personnel charges shall only be for staff within the project sponsors' organization and for staff members who are directly involved in the project. This category does not include contractual staff. In-kind personnel contributions from project partners may be listed as personnel under the Match funds section of the budget narrative. Use the actual annual salary or hourly wage of project staff to determine expenditures and/or Match amounts based on estimated time to be spent working on the project.

Fringe Benefits: In the budget narrative please provide the percentage used for fringe benefits, the basis for its computation, and the types of benefits included.

Travel: Mileage traveled and other costs for travel including lodging and meals. Travel reimbursements are for actual costs based on organization policies, and is not to exceed those included in the [Commonwealth of Virginia Policies & Procedures, Topic No. 20335, State Travel Regulations](#). A maximum vehicle mileage rate of \$0.56/mile shall be used (2014 IRS rate).

Supplies: This category includes tangible property items with a per unit cost value of less than \$5,000. Supplies must be itemized in the budget narrative.

Contractual: Contractual costs include subcontracted work to be completed by those other than the project sponsor such as design and engineering services, legal contracts, easement surveys, and analysis of water samples.

Other Direct: Miscellaneous items. These items must be listed in the budget narrative, in sufficient detail to determine if they are reasonable and allowable.

Indirect: Grant proposals may include indirect costs; DEQ will pay indirect costs up to the entity's maximum rate approved by its federal cognizant agency.

Grantee Data Sheet
Attachment B

1. Applicant Information

Name of Organization: _____

Mailing Address: _____
(include street and PO Box) _____

City, State, Zip (9-digit): _____

Congressional District: _____

DUNS Number: _____

Federal ID Number: _____

Parent DUNS Number: _____

Central Contractor Registered (Yes or No): _____

If Yes, Renewal Date: _____

Answer the question below to determine if you are required to provide the Compensation of the Senior Executives of your Organization:

In your business organization's previous fiscal year, did your business or organization (including parent organization, all branches, and all affiliates worldwide) receive:

- a) 80% percent or more of your annual gross revenues in U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements

AND

- b) \$25,000,000 or more in annual gross revenues from U.S. federal contracts, subcontracts, loans, grants, subgrants, and/or cooperative agreements?

YES or NO: _____

2. Contact Information

Contact Name: _____

Contact Title: _____

Phone Number: _____

Fax (if applicable): _____

E-mail: _____

3. Project Information

Project Title: _____

Project Start Date, End Date: _____

Total Requested Funding: _____

Area Served (*list all project partners*):

4. Name and Signature of Individual Authorized to Submit Application

Name (please print or type)

Title

Signature

Date

Project Financial Report Form: TEMPLATE

Attachment C

COMMONWEALTH OF VIRGINIA - DEPARTMENT OF ENVIRONMENTAL QUALITY				
Project Financial Report Form, DEQ Grant Agreement # _____				
Chesapeake Bay Regulatory and Accountability Program (CBRAP)				
Grantee:			Contact Person:	
DUNS #:			Phone Number:	
Federal ID #:			Email:	
Mailing Address:			Invoice Payable To:	
City, State, Zip:			Checks Payable To:	
Project Title:				
Grant Period:	Start:		End:	
Narrative Summary of Reimbursement Request:				
DEQ Funds (Federal)	Project Budget	Current Expenditures	Cumulative Expenditures	Unexpended Project Balance
Personnel	\$ -			\$ -
Fringe	\$ -			\$ -
Travel	\$ -			\$ -
Equipment	\$ -			\$ -
Supplies	\$ -			\$ -
Contractual	\$ -			\$ -
Construction	\$ -			\$ -
Other Direct	\$ -			\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -
Total Reimbursement Request:		\$ -		
MATCH Funds	Project Match Budget	Current Match Expenditures	Cumulative Match	Unexpended Match Balance
Personnel	\$ -			\$ -
Fringe	\$ -			\$ -
Travel	\$ -			\$ -
Equipment	\$ -			\$ -
Supplies	\$ -			\$ -
Contractual	\$ -			\$ -
Construction	\$ -			\$ -
Other Direct	\$ -			\$ -
Indirect	\$ -			\$ -
TOTAL	\$ -	\$ -	\$ -	\$ -
Authorized Signature:				
Date:				